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13 JUN 1977

MEMORANDUM FOR: See Distribution List

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: Action Items from STO Meeting (U)

1. (C) The following action items were accepted by OTR at the 8 June meeting with Senior Training Officers.

Items

Action Required

25X1A

Action Officer: DD/OT

- a. [REDACTED] believes that five runnings of the SOC may be too many. He was requested to send OTR a note asking for only four runnings.
- On receipt of note, promptly advise DTR on action to be taken.

Action Officer: EA

- b. Proposed CT Program Plan.
- Place on agenda of next STO meeting.

25X1A

Action Officer: C/FTD

25X1A

25X1A

- c. [REDACTED] questioned drop in number of students in Field Administration.
- Call [REDACTED] to discuss number of runnings and number of students. 25X1A

- d. [REDACTED] asked if some individuals could attend only portions of the new Survey of Records Management. OTR agreed to be "flexible."
- Discuss with [REDACTED] and set guidelines as necessary.

25X1A

25X1A

- e. [REDACTED] asked if the scheduled six runnings of Intelligence Briefing exclude the three runnings for DDS&T.
- Clarify course schedule for [REDACTED].

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SUBJECT: Action Items from STO Meeting (U)

25X1A

Items

Action Required

Action Officer: C/FTD (Continued)

25X1A

done - one of f.

[redacted] asked if one running of the IPC could be dedicated to DDS&T.

Discuss with [redacted] and decide.

25X1A

done g.

[redacted] asked about status of Clerical Training Task Force and noted that DDS&T still needs skills training for clericals. Mr. Fitzwater requested check on status of Task Force and date of its next meeting. Note item 11 for C/TSS.

Report on status of Task Force and date of next meeting.

25X1A

Action Officer: C/II — *See memo to A/DTK dated 14 June*

h. [redacted] proposed three rather than four runnings of CIA Today and Tomorrow.

Discuss and decide.

25X1A

i. [redacted] asked if three runnings of International Economics for Operations Officers is enough--two for CTs and two for DDO?

Check and decide.

25X1A

j. [redacted] asked about a name change for Scientific and Technical Collection for DDO Officers.

Consider and decide.

25X1A

Action Officer: C/TSS — *Answered by phone - Yes*

k. In response to [redacted] comment that the DDS&T still needs skills training for clericals, [redacted] noted that OTR is preparing training tapes on dictation. Note item 7 for C/FTD.

If so, are these tapes to be placed in the Self Study Center?

25X1A

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SUBJECT: Action Items from STO Meeting (U)

Done by DDTR

	<u>Item</u>	<u>Action Required</u>
25X1A		<u>Action Officer: C/PRS</u>
25X1A	1. Mr. Fitzwater inquired about the report [REDACTED] was preparing on the HAC Report. According to [REDACTED]	Prepare a report responsive to [REDACTED] direction.
25X1A	[REDACTED] report is not finished and, perhaps, not on target.	

2. (U) With the exception of the items assigned to DD/OT and EA, please respond by memorandum by 1 July 1977.

25X1A [REDACTED]

Jr Harry E. Fitzwater

Distribution:

DTR
DDTR
EA
DD/OT
C/FTD
C/II
C/TSS
C/PRS
C/PPG

14 June 1977

MEMORANDUM FOR: Acting Director of Training
FROM: 25X1A [REDACTED]
Chief, Intelligence Institute
SUBJECT: Action Items from Meeting of Senior
Training Officers

1. We agree with the STOs from DDS&T and DDI that three rather than four runnings of CIA Today and Tomorrow would be desirable. Consequently, we will conduct runnings in October, January, and April.

2. The DDO/STO asked for an additional running of the International Economics for Operations Officers--two for CTs and two for DDO officers in general. [REDACTED] is most agreeable to this and has already notified [REDACTED] that an additional running can be conducted in October. He has agreed to this.

25X1A

25X1A

3. We are suggesting the following name for the former Scientific and Technological Collection for DDO Officers--"Scientific/Weapons Intelligence and the Operations Officer." Please advise if this is acceptable, and we will proceed both with notifying the Senior Training Officers and submitting an appropriate course description for the OTR Catalog.

25X1A [REDACTED]

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21 JUN 1977

25X1A MEMORANDUM FOR: Director of Training
FROM: [REDACTED]
Chief, Functional Training Division
SUBJECT: Action Item from STO Meeting (U/AIUO)
REFERENCE: Your memo dated 18 June, same subject

25X1A 1. (U/AIUO) The following information responds to items c, d, and g in reference memo.

25X1A 2. (C) Item c: [REDACTED] concerns about the Field Administration Course are related to DDA needs to provide competitive opportunities for younger administrative officers in offices which have no or have few overseas billets. OMS and ODP are two examples. The idea is that attending the Field Administration Course will familiarize these individuals with overseas administrative procedures, making them equally competitive for overseas assignment. [REDACTED] is not certain when, how many people might be involved, or whether the need will actually materialize. He was assured that his candidates would be accommodated. He was also reminded that a pending overseas assignment is ordinarily a prerequisite for participation in the Field Administration Course.

25X1A 3. (U/AIUO) Item d: The DDS&T Records Management Officer feels that the Survey of Records Management Course might be "over the heads" of the registry clerks in DDS&T, hence the request about attending portions of the course. [REDACTED] was told that a workshop or workshops addressing the specific records management interests of this group seemed a more satisfactory solution. He agreed and will have the DDS&T/RMO call [REDACTED] to discuss the problem.

25X1A

4. (U/AIUO) Item g: The Task Force is a continuing body which will meet at least once each quarter to review training activity and discuss training needs. The Task Force has met three times since its establishment last November. The clerical curriculum has been reviewed in detail. The informal Task Force conclusion is that the courses meet present needs and compare favorably with

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SUBJECT: Action Item from STO Meeting (U/AIUO)

similar courses offered outside the Agency. OTR clerical training is conducted at less cost per student. There is a continuing expression of need for typing and shorthand skills training. We have surfaced several alternatives: Training at the Civil Service Commission (CSC); Instructors from CSC teaching in Agency facilities; and the preparation of dictation tapes for the Media Center. All of these options are open to any component. They are all less expensive than having OTR equip and staff a skills training capability.

25X1A



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